

FORM 12-76 **1954** USE PREVIOUS EDITIONS

CLASSIFY AS APPROPRIATE

☐ DCL ☐ RVW _____
 DRV BY

(40)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 1984 Research and Development Program

FROM:

C/RECD/OL

EXTENSION

NO.

OL 1 2934

DATE

15 JUL 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

17 JUL 1981

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15 JUL 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Supply Division, OL

FROM:



STAT

Chief, Real Estate and Construction Division, OL

SUBJECT: FY 1984 Research and Development Program

1. The Office of Logistics (OL) must, at this time, compile a list of potential research and development (R&D) projects that would benefit our operation. The R&D will be conducted within the DDS&T and be planned for the fiscal year 1984.

2. It is requested that each division submit its R&D requirements by using the attached guidelines for submission.

3. The Real Estate and Construction Division will coordinate the OL requirements which will be sent to a DDA R&D panel to develop a priority ranking. The submission of requirements must be received by 20 July 1981.



STAT

Attachment:
As Stated

OL 1 2934

GUIDELINES FOR R&D PROPOSALS

1. Office and Problem Number - This designator will be used throughout the process of working with DDS&T to identify individual problems.
2. Title - Brief statement of the subject of the requirement.
3. Policy Basis - Statement of justification for the importance of the problem. The DCID priority should be included if applicable.
4. Expected Benefits - Statement of the value or contribution to the office of solving the problem.
5. Customer - Designate the division, branch, telephone number and name of the point-of-contact who could supply additional information on the requirement to project officers in DDS&T.
6. Problem Description - This section should contain clear statements of the problem to be solved.
7. Background for Support Activities - A short discussion for DDS&T on the backgrounds of the work to be done is highly desirable.
8. Time Requirement - Is the solution to the problem needed now, is it a long-range problem, or both?
9. References - Include any references that would be beneficial for the S&T project officer to read to obtain further information on the problems to be solved.
10. Ranking - The importance of each problem relative to all the other problems submitted by the office should be defined. If the ranking number is identical to the problem number, it should be so stated.